User Guide for the

CPS Test System

2005-2006

U.S. Department of Education

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Preface

About This Guide

This user guide describes the Central Processing System (CPS) Test System and the testing process. It also provides testing instructions.

Who uses this guide?

Users of this guide are staff members at schools and software development companies that create systems to exchange application and correction data with the CPS. State agencies refer to this guide for using test data to verify that their systems can receive ISIRs.

Other users are financial aid administrators or others in the financial aid community who want to complete and submit FAFSA on the Web in English or Spanish, Renewal FAFSA on the Web in English or Spanish, and Corrections on the Web applications for demonstration or training purposes. Financial aid administrators can also use the demo site to train their staff on FAA Access to CPS Online.

Holiday Closings for the 2005-2006 Processing Cycle

The CPS Test System is not available on the holidays listed in the table below. A network message will be sent to notify you when they are scheduled.

Holiday	2004	2005
New Year's Eve		[*]Friday, December 31, 2004
New Year's Day	Thursday, January 1	
Day after New Year's		
Martin Luther King Day	Monday, January 19	Monday, January 17
President's Day	Monday, February 16	Monday, February 14
Memorial Day	Monday, May 31	Monday, May 30
Independence Day	Monday, July 5	Monday, July 4
Labor Day	Monday, September 6	Monday, September 5
Columbus Day	Monday, October 11	Monday, October 10
Veteran's Day	Thursday, November 11	Friday, November 11
Thanksgiving Day	Thursday, November 25	Thursday, November 24
Day after Thanksgiving	Friday, November 26	Friday, November 25
Christmas Eve Day	Friday, December 24	
Christmas Day		
Day after Christmas		Monday, December 26

[*]Friday, December 31, 2004 is counted as a 2005 holiday on the federal calendar.

CPS Test System

What is the CPS Test System?

The CPS Test System includes two testing environments: a mainframe test environment and a Web demo site.

Mainframe Test System

The mainframe portion of the CPS Test System is designed to test CPS processing of application and correction data from your system outside the production environment. The system is used primarily by schools with custom processing systems and by software development companies that create systems to exchange data with the CPS.

The CPS provides test files of application records and matching ISIRs, or you can submit application records you have created. To submit *only* test correction records you have created, you must call CPS/SAIG Technical Support for record IDs that will process successfully in the CPS Test System.

At the end of each processing day, the test database tables are cleared and the original data needed for correction processing is restored.

Issues Log

An issues log that lists any issues or changes made to the Mainframe Test System is available on the CPS Test System page on Federal Student Aid's (FSA) FSAdownload site. Each entry in the log includes the date the item was identified, resolved, or resulted in a change. We will update the log weekly throughout the cycle. The log includes both resolved and unresolved issues so that you can easily determine if and when previously identified issues were resolved.

The issues log is available in Adobe PDF format on the FSAdownload Web site, located at:

<p align="center">fsadownload.ed.gov</p>

Web Demo Site

This portion of the CPS Test System contains demo versions of FAFSA on the Web and FAA Access to CPS Online.

- The demo version of FAFSA on the Web allows you to complete and submit sample FAFSA on the Web applications in English or Spanish, Renewal FAFSA on the Web applications in English or Spanish, as well as make corrections using Corrections on the Web.

- The demo version of FAA Access to CPS Online allows you to enter applications and correct ISIRs, use the Verification Tool, and perform other functions available to FAAs.

The FAFSA on the Web demo can also be used to demonstrate electronic applications to parents and students or can be used as an aid in training financial aid administrators, so they are better able to help students with completing electronic applications. Financial aid administrators can also use the demo site to become familiar with FAA Access to CPS Online and train their staff to use the system.

When is the CPS Test System available?

The most recent cycle of the CPS test system is available for a 12-month period. Effective the week of November 22, 2004, the 2005-2006 test system will be implemented and replaces the 2004-2005 system.

Note: Changes may occur to the CPS between the date the 2005-2006 test system is made available and January 1, 2005, the date the 2005-2006 CPS system goes into production.

The Web demo site will be available on November 28, 2004. FSA will post an announcement on FSATECH, the Information for Financial Aid Professionals (IFAP) Web site at ifap.ed.gov, and the Student Aid Internet Gateway (SAIG) when the site is available.

Getting Help

CPS/SAIG Technical Support

For questions regarding technical assistance, system functionality, and ISIR/custom file layouts, as well as to obtain record IDs for testing corrections, contact CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

Hours of operation are 7 a.m.–7 p.m. (CT), Monday through Friday.

You can also contact CPS/SAIG Technical Support by e-mail at this address:

CPSSAIG@ed.gov

FSATECH

This listserv provides a forum for users to ask questions and exchange ideas on the EDE process and financial aid processing with other users and customer service staff.

To subscribe to the listserv, along with information on how to post and receive messages, go to FSATECH on the Schools Portal Web site at:

ed.gov/offices/FSA/services/fsatechsubscribe.html

Before You Begin

1 Obtain a Destination Point Number

To use the CPS Test System, you must be able to transmit data over the Student Aid Internet Gateway (SAIG). To do this, enroll online at the SAIG enrollment Web site:

fsawebenroll.ed.gov

CPS/SAIG Technical Support mails you a destination point number, also referred to as a TG number (because it starts with the letters *TG*). It identifies your school as a destination point and enables you to exchange data with the CPS. Your TG number consists of seven characters, the letters *TG* followed by five numbers. For information on becoming a destination point, contact CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

E-mail: CPSSAIG@ed.gov

2 Download the *Electronic Data Exchange Technical Reference*

To create data to use with the CPS Test System, you need a copy of the *2005-2006 Electronic Data Exchange (EDE) Technical Reference*. This document contains the electronic application and electronic correction record layouts you will need to develop your system as specified by the CPS. It also contains the ISIR record layout and other information you will need to format your data correctly.

The *EDE Technical Reference* is available in Adobe PDF format at Federal Student Aid's (FSA) FSAdownload Web site, located at:

fsadownload.ed.gov

To download this document:

1. Go to fsadownload.ed.gov.
2. Click *Technical References and Guides*.
3. Click **Electronic Data Exchange Technical Reference, 2005-2006**.
4. Right-click **PDF Format** next to "Record Layouts."
5. Click **Save Target As**, choose a target folder for the document file, and click **OK** to save.
6. Open the saved file in the Adobe Acrobat Reader to view and print the draft document.

CPS Test Process

1 Create or Request Data

To use the CPS Test System, you must create initial test application records or request IDs to create your correction records. All application data transmitted to the CPS test system must be formatted according to the appropriate record layout in the *2005-2006 EDE Technical Reference*.

The *2005-2006 EDE Technical Reference* is available for download in Adobe PDF format at the FSAdownload Web site. See "Before You Begin" in this user guide for instructions.

Initial Application Data for Testing

You can create initial test application records in three ways:

- ### Download and Use the CPS Test Application and ISIR Files

  You can download a file of test application data from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, along with its corresponding test ISIR file. The test file contains approximately 3,000 records. The Web site is located at:

  fsadownload.ed.gov

  In the test application data file, use the method described later in "SSNs for Initial Application Test Records" to change only the SSNs on the records. The processing results on the ISIRs you receive should match the test ISIR file you downloaded from the FSAdownload Web site.

To download the test application data file:

1. Go to fsadownload.ed.gov.

2. Click *Technical References and Guides*.

3. Click **CPS Test System, 2005-2006**.

4. Click **Self-Extracting Zip File** next to "Electronic Application Test Data."

5. Click **Save** and choose a location for the file.

6. Click **Save**.

7. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

- ### *Download and Use the CPS Test Application File as a Template*

  You can also download the file of test application data from the FSAdownload Web site and use it as a template to create your own application data.

  The Web site is located at:

  <p align="center">fsadownload.ed.gov</p>

  Be sure to change the SSNs using the method described later in "SSNs for Initial Application Test Records."

  Remember, if you change any of the data in the test records other than the SSN, the resulting ISIRs will not match the CPS test ISIR file. You will need to check your results manually.

  To download the test application data file:

  1. Go to fsadownload.ed.gov.

  2. Click *Technical References and Guides*.

  3. Click **CPS Test System, 2005-2006**.

  4. Click **Self-Extracting Zip File** next to "Electronic Application Test Data."

  5. Click **Save** and choose a location for the file.

  6. Click **Save**.

  7. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

- *Create Your Own Application Data*

  If you prefer, you can create your own unique application data according to the record layout specifications in the *2005-2006 EDE Technical Reference*. If you choose this method, you must manually check the ISIRs you receive.

  To download the record layout specifications:

  1. Go to fsadownload.ed.gov.

  2. Click *Technical References and Guides*.

  3. Click **Electronic Data Exchange Technical Reference, 2005-2006**.

  4. Right-click **PDF Format** next to "Record Layouts."

  5. Click **Save Target As**, choose a target folder for the document file, and click **OK** to save.

  6. Open the saved file in the Adobe Acrobat Reader to view and print the draft document.

SSNs for Initial Application Test Records

Whether you are using the test application file or creating your own data, each test record must contain a dummy Social Security Number (SSN). The first five characters of this dummy SSN must be your destination point, or TG, number. This ensures the test data you are submitting is unique to your destination point.

We recommend you use the remaining four characters to number the records in sequence. For example, if your TG number is 79999, the SSNs of your first five initial application records could be:

<div align="center">

79999**0001**
79999**0002**
79999**0003**
79999**0004**
79999**0005**

</div>

You can create and transmit as many initial application test records as you want.

If you plan to submit multiple files of electronic applications on the same day, use unique dummy SSNs for the students in all files you submit on that day. Test records are cleared from the database each evening, so you can use the unique dummy SSNs again the next day. The CPS runs the process once a day, excluding holidays and weekends.

School Codes for Initial Application Test Records

You must include at least one (1) school code on each test record in the first school code position of the record layout. You can include a school code in positions two (2) through six (6) if you choose.

For each record sent and processed, you will receive one ISIR back in one of the following message classes:

> TDAP06OP – Daily Application ISIRs initiated from your destination point

> TGCO06OP – Daily Correction ISIRs initiated from your destination point

For message class names, see "Import Data to Your System" within this user guide.

Correction Data for Testing

For correction records, you must contact CPS/SAIG Technical Support to obtain the SSNs for a series of test correction records that are already in the CPS test database. You can request up to 25 correction SSNs.

You can contact CPS/SAIG Technical Support at:

<div align="center">

800/330-5947

TDD/TYY: 800/511-5806

E-mail: CPSSAIG@ed.gov

</div>

If you are submitting multiple corrections for your assigned correction IDs in a single day (whether in different batches or in the same batch), you must use the same Federal School Code in the correction for that SSN. The Federal School Code is located in field 50 (positions 549 to 554) of the electronic correction record layout in the *2005-2006 EDE Technical Reference*.

2 Export Data from Your System

When your test data is formatted according to the specifications in the "Record Layouts" section of the *2005-2006 EDE Technical Reference*, transmit the data through the SAIG using these message classes:

Initial applications	**TAPS06IN**
Corrections	**TCOR06IN**

The CPS processes the records it receives once a day, usually in the morning.

3 Import Data to Your System

After the CPS processes your test, it places the data in your SAIG mailbox for you to retrieve. The data is identified with these message classes:

Initial application ISIRs	**TDAP06OP**
Correction ISIRs	**TGCO06OP**

If your input files contain data outside of the CPS processing specifications, the CPS does not process your files, and instead puts associated error files in your SAIG mailbox for you to retrieve. The data is identified with these message classes:

Initial application errors	**TAPE06OP**
Correction errors	**TCOE06OP**

The *2005-2006 EDE Technical Reference* can help you resolve the errors you receive in these files.

4 Review Test Results

Each school uses different systems and has different reasons for testing. You can conduct testing at your convenience, and the results are for your use only. Testing is optional; ED does not require it. The CPS Test System is a tool for you to use to ensure that your processing system interfaces properly with the CPS.

If you used:

- **The CPS test input file and changed only the SSNs**, you can check your results with the CPS test ISIR file. Both the test input file and the test ISIR file are available at the FSAdownload Web site.

- **The CPS test input file and changed the SSNs and other data** in the file, you must check the resulting ISIRs manually.

- **Your own data** that you created using the *2005-2006 EDE Technical Reference* record layouts, you must check the resulting ISIRs manually.

Match Data

Note: The match agency data on the test ISIRs is simulated data. It does not compromise any student's privacy act data.

State Agencies

Test Data for State Agencies

State agencies that want to test their systems can do so by downloading a file of test ISIRs from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at:

fsadownload.ed.gov

To download the file of test ISIRs:

1. Go to fsadownload.ed.gov.
2. Click *Technical References and Guides*.
3. Click **CPS Test System, 2005-2006**.
4. Click **Self-Extracting Zip File** next to "Electronic ISIR Test Data."
5. Click **Save** and choose a location for the file.
6. Click **Save**.
7. Click **Open** to unzip the file, or click **Close** to close the dialog box and unzip the file later.

What is the next step?

After you have downloaded the test ISIR file of approximately 3,000 records, you can use the test data as you choose. Testing is not required, and you can conduct the testing at your convenience.

Import the data into your system and then review the data to ensure the data is displayed and used as appropriate for your system.

Match Data

Note: The match agency data on the test ISIRs is simulated data. It does not compromise any student's privacy act data.

See "Getting Help" at the beginning of this guide for technical support information.

Web Demo Site

What is this site?

This Web site offers demonstration versions of ED's FAFSA on the Web and FAA Access to CPS Online Web sites. It offers all the features of the production versions of the sites, except that no data is processed. On the demo site, you can perform the functions listed below.

FAFSA on the Web:

- Complete and submit a FAFSA or a Renewal FAFSA
- Make corrections
- Check application status
- Sign applications electronically
- Search for Federal School Codes
- View and print SAR information

FAA Access to CPS Online:

- Enter and correct applications
- Compare ISIRs
- Request ISIRs
- Check application status
- View and print processed student data
- Use the Verification Tool

The site provides a way for financial aid administrators to show students and parents how to use FAFSA on the Web. Financial aid office staff can use the site to learn about FAA Access to CPS Online, as well as FAFSA on the Web.

Preloaded test data is available for demonstrating Renewal FAFSA on the Web and Corrections on the Web, and test student IDs and Personal Identification Numbers (PINs) are available for renewal applications and corrections.

FAA IDs and PINs are available for accessing FAA Access.

All entered data is cleared from the database each evening.

Where is this site?

The Web demo site is located at:

<div align="center">fafsademo.test.ed.gov</div>

The site is unavailable on Sundays from 5 a.m. to 11 a.m. ET due to regularly scheduled maintenance.

System Requirements

The system requirements for the Web demo site are the same as for the FAFSA on the Web and FAA Access to CPS Online production sites. Select the **Browser Requirements** button in the Before Beginning a FAFSA section on the FAFSA on the Web demo site for specific information.

Accessing the Web Demo Site

The Web demo site is password-protected. When you go to the site, a login box appears first.

For the User Name (case-sensitive), type: **eddemo**

For the Password (case-sensitive), type: **fafsatest**

Click **OK**. The Welcome page appears. You can find test IDs and PINs on this page.

Getting Help

Federal Student Aid Information Center (FSAIC)

You can get help with the FAFSA on the Web demo site by contacting the FSAIC at:

800-4-FED-AID

TDD/TTY: 800/511-5806

Hours of operation are 7 a.m.–11 p.m. CT, Monday through Friday.

You can also contact Customer Service by e-mail at this address:

fafsaweb@ncs.com

CPS/SAIG Technical Support

You can get help with the FAA Access to CPS Online demo site by contacting CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

Hours of operation are 7 a.m.–7 p.m. CT, Monday through Friday.

You can also contact CPS/SAIG Technical Support by e-mail at this address:

CPSSAIG@ed.gov

FSATECH

This listserv provides a forum for users to ask questions and exchange ideas on the EDE process and financial aid processing with other users and Customer Service staff.

For information on how to subscribe for access to the listserv, along with information on how to post and receive messages, go to FSATECH on the Schools Portal Web site at:

ed.gov/offices/FSA/services/fsatechsubscribe.html

Glossary

Correction

A correction refers to the record that contains the changes you have made to an ISIR.

CPS

The Central Processing System (CPS) is ED's application data processing facility. The CPS uses student information from the FAFSA processors to calculate the student's EFC and returns the student's eligibility information to schools and state agencies to which the student is releasing the data.

Destination Point

Destination points are the receivers and transmitters of Title IV data across the Student Aid Internet Gateway (SAIG). A destination point can be a postsecondary school, a servicer for a school, or a state agency. A destination point can represent multiple schools.

ED

ED is the acronym for the U.S. Department of Education.

EDE

ED supports the electronic transfer of Title IV financial aid data through a process called Electronic Data Exchange or EDE. As a user of EDE, you can send data to or retrieve data from ED and its systems electronically. ED supports the electronic transfer of Title IV financial aid data through a process called Electronic Data Exchange or EDE. As a user of EDE, you can send data to or retrieve data from ED and its systems electronically.

EFC

The Expected Family Contribution (EFC) is the amount that the student's family is expected to contribute toward the cost of attendance (COA). This amount is usually based on the family's income. The EFC, together with the student's COA, helps determine the student's need for FSA funds.

Export

In terms of CPS processing, to export data means to transmit properly formatted data from your computer system to the CPS for processing.

FAFSA

FAFSA is the acronym for the Free Application for Federal Student Aid.

Federal School Code

The Federal School Code is the six-digit code used by the CPS to identify a school. It is the code for the schools entered by students on their FAFSAs. It was formerly called the Title IV Code.

FSA

FSA is the abbreviation for the U.S. Department of Education's Federal Student Aid office.

Import

In terms of CPS processing, to import data means to retrieve processed data from the CPS and add it to your computer system.

ISIR

The Institutional Student Information Record (ISIR) is a federal output record that contains the student's EFC and all the information provided by the student on the FAFSA. The ISIR can be received electronically by schools that participate in the EDE system. For more information, see *The ISIR Guide* and the *Counselor's Handbook*. In November 2004, *The ISIR Guide*, containing 2005-2006 ISIR information, will be posted, and if necessary, updated and reposted to the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov, as well as to ifap.ed.gov.

Message Class

This is the filename of a group of records that identifies the type of records received.

SAIG

The Student Aid Internet Gateway (SAIG) links thousands of network nodes, or destination points, across the United States, its territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV student financial aid programs and delivery systems. Destination points communicate with the SAIG using a PC or mainframe computer to transmit and receive data. Destination points are postsecondary schools, third-party servicers, guaranty agencies, lenders, software providers, and state scholarship agencies.

TG Number

A TG number is the number that is assigned to you upon receipt of your SAIG Enrollment Form. It identifies you as a destination point and allows you to exchange data with the CPS. Your TG number consists of seven characters, the letters *TG* followed by five numbers.